



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 06-2010

**OPEN TO:** All Interested Candidates  
**POSITION:** Electronic Controls Specialist, FSN-08\*; FP-06\*\*  
**OPENING DATE:** January 31<sup>st</sup>, 2010  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 797,625\* (Grade 08)

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Electronic Controls Specialist in the Facilities and Maintenance Section.

**BASIC FUNCTION OF POSITION**

The Electronic Control Specialist is responsible for the operation and maintenance of computer driven systems and digital controls of automated building systems such as the fire alarm, the power monitoring and control system, switchgear and generator controls, and the building automation system.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** Completion of specialized training in digital building control systems or similar electronic and computer driven digital controls; or completion of university degree in electrical or electronic engineering is required.

**2. Prior Work Experience:** Two years experience (and electrical/electronic engineering degree) or five years experience (and completion of specialized training).

**3. Language Proficiency:** Level II English is required. Level IV French and Arabic is required.

**4. Other criteria:** In-depth knowledge of computer software operations and maintenance of advanced computer controlled systems and equipment. Knowledge of modern computer networking and data transfer system.

**5. Other Skills and Abilities:** Must be able to configure, maintain, and troubleshoot problems related to electronic and computer driven controls. Must be able to configure, maintain and troubleshoot problems related to building control networks, including network routers and gateways. Ability to use Ethernet network software, BACnet data communications software, and building automation software.

## **. ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs that currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

## **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

1. Preliminary Documentation
  - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
  - Letter of Interest. You must attach to the letter:
    - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
  - All prospective employees must complete an Embassy application form (usually the

- Federal Employment OF-612, available at the HR Office).
- Can be submitted if selected for an interview.

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Electronic Controls Specialist, Vacancy Announcement #06-2010

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**